

3 JUL 1972

DD/S&T

3003-72

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology  
Deputy Director for Support

SUBJECT: Agency Annual Report

1. This memorandum establishes procedures for the preparation of the Agency Annual Report for the period FY 1972.

2. The outline at Tab A shows the planned structure of the Agency Annual Report. It is to be followed, as appropriate, in the preparation of the Annual Report of each contributing component. Detailed instructions on the preparation of the Annual Report are contained at Tab B.

3. Each contributing component identified at Tab C will prepare its own Annual Report. In turn each Directorate will prepare an overall Directorate Report. The Directorate Reports can summarize the reports of the contributing components or can forward them with the report as attachments. Tab D contains supplementary instructions for each Directorate.

4. Inputs on management direction can reference inputs to the Annual Management Report which will be submitted during the same time frame in response to Office of Management and Budget Circular No. A-44 (Revised) of May 24, 1972.

5. Submissions should reach O/PPB by July 31, 1972. O/PPB will prepare the consolidated Agency Annual Report. This report will also serve as the Agency Annual Report to the President's Foreign Intelligence Advisory Board (PFIAB).

1 July - 30 June 72

W. E. Colby

Executive Director-Comptroller

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